1923

partment of Land Revenue and Sett.

OFFICE Board of Revenue

STATION Madras.

Pub No. 2034

2034

Dated 13. 9. 23

1. ca
14/3

whom sent	Date	Initials
	Given for copying	
	Copied	
	Examined	S. 3287
	Signed	
	Given for despatch	
	Despatched	
	Indexed	
ges in the file	To be destroyed on	

(SUBJECT.)

inspection - (S. Kanara) -

O.F. 19.—826,760—22-4-16.

E. 3254/13/9/23

Inspection - (S. Kanara) -
Coll's. office:- Notes. Communicated
Revenue) 2034 D/13.9.23.

The Collector's office, S. Kanara, was last inspected by the Land Revenue Commissioner in May 1920:

Mr: Tottenham's system of office procedure has been in force since Septr: 1920.

In Decr: 1922, the Board communicated the Coll.r of a copy of the notes recorded during the inspection of another Coll's office and requested him to inspect his office & to avoid Similar irregularities defects. Still, a good many of the defects referred to in those notes are visible:

Organisation of the office:-

The office has not been divided into A & B Sections. The old names "Vernacular

and English Sections
Shri Cashmere V. & E
Shri Cashmere : The clerks
in these Sections are
however given numbers
The Regt clerk
constitutes a separate Section
~~Section~~. His Currents
are not entered in the
New Case Register. This
is irregular & must be attended.
Sheristadar :
has been
Checking the work in the
Fair copy Section. He
does not however check
the registers in the
English Section although
para 12 of the Manual
requires him to do so.
Tappals -
Tappals ~~are~~ is
opened in the presence
of the Cmt when he
remains at Headquarters
and in the presence of
the T.D.C. on other
occasions. When the
tappals ~~are~~ is opened by
the T.D.C. Boards and

Only Correspondence of Comm. Sh'd be entered in the Case Register. Not Claims & other routine papers

and Sub: Registers are sorted and submitted to CM for perusal before they are distributed to the clerks.

The Summary Routine instructions for the disposal of Correspondence referred to in paragraph 28 of the Manual are not followed and the System of marking unimportant papers which need not be registered by the letter "x" (Para 31 of the Manual) is not in vogue

Distribution Register

The distribution register is not used (from March 1923) when at the time, the Registers is opened.

The register shows that only papers accompanied by original records are treated as important communications

In 1920, 1921 and 1922, Valuables

[N.B This is a difficulty common to every DC you might be faced with I am still looking for a 4th one)

Complaint is registered with the Council regarding non-receipt of letters in this office, which (being 4 to 8) are approximately 8 to 10 days in a District (6 talukas of 3 RDOs only)

And the mails are finally received by the VDO officials

also were entered in this register instead of in the Security register.

As this register is the only record to guard against the loss of important Communications of this kind described in paragraph 16 of the Manual, the C.S.O. is requested to see that it is properly maintained.

The Registry as maintained is worked as a Subsidiary Check on Principal Registers received and which is the real function. The Personal Registers maintained by Officers

For Secy.

As long offices will register to the Registry the utility of Registry as maintained depends upon the number of Personal records I think the facility is established

A column in the Clerks Personal Reg. for entrances to the post as well as the S.I.C. entries I have made a column for this Personal Register

Yes, Sir

The Personal registers Supplied to clerks in the Court offices contain the entries

(X) /

V6 3005: Requesting instructions whether military men should be treated etc: /

V7 1944: Petition saying that he has no amount except what is required for expenses and that this petition may be kept as a record: /

V6 3006 } Subm.ns revised
3009 } Sub-division records.

E3 3118/22 Land Requisition for quarrying purposes etc.

E3 5135/23 Land Req.ts for widening the existing footpath etc:

See also: V6 3041; 3074; 3583 3880; 4347; 4605
V7 1489; 1596; 1563:
E3 3270/23:

Personal Registers:-

One of the main objects of the Tottenham System is to reduce Scriptory work. It has therefore been laid down in paragraph 30 of the Manual that the purport entered in Col 4 of these registers should be framed and arranged exactly like an index title. This principle has been violated in amply illustrated by the titles noted in the margin. They remind one of the old style. Witness

The titles for V1's 3502/23; 3503; 3633 3690; 3791; 3792 & V6's 634/576 and 635 only show that the office has not yet learnt the new method although it has been in force for more than two years

Unannounced

6

heads are also useful:

used: e.g.

Circular V, 46:

Sub-division reserves V, 85:

Dankhali V, 905:

Water right " 2186.

Disposals " 3504

Reservation " 3633

Dismissal " 4677.

Exclusion from 340 V6 patta.

Public Purpose } 635 V6
Cocoanut Station }

Restoration of Right in the family property } V6744.

Wang (Patta) claim V6869:

Seigniorage V6 1450:

Capacity of Sand V7 1746 & 1747.

Thumb impression V7 3096

Regn of land E3 765 & 767.

Deceased E3 1636:

A few cases of delay in registering Caveats in the New Case Register were also noticed:

	Date of receipt	Date when entered in the N.C. Register
V, 2864	28-4-23	9-5-23.
903	16-1-23	9-2-23
906	7-2-23	9-2-23.
4571	22-7-23	24-7-23

Again the rules are not followed which require

Pasture ground V6 2427

Sale V6 3477

Land V6 3518; V7 1947/23 E3 7025/22

Channel V6 3519.

Sale V6 3581.

Inclusion in Patta. V6 4743.

Partial Progress report V6 4818

Permission V7 1155

Celebration petition V7 1365

Bund V7 1472

Grant V6 2234.

Propaganda V7 2100

Straying Cattle V7 2232

Issue of Patta. V7 1547.

Reclamation V7 1859

Rendition of land E3 2484

Grant 11.94/23 E3.

This was done without sufficient control by the Head Office from the Branch Offices and by unauthorised persons. Under the present system of Land Registration by Circle Officers.

(a)

Please See. V_1, V_6 & V_7's Registers for instance!

— last sentence — p48.

Ref: V_1 2821
2953.

para 81 V the Manual

Cols 6 & 7. are generally left blank in E_3's registers,

	Checked by Sheriff	Ch.rs	
V_1	10 times	5 times	
V_6	7 "	4 "	
V_7.	7 "	3 "	
E_3	14 "	5 "	

Would be useful

The frequency of this Visits might be a satisfactory feature of this office function feature?

(a) the noting of the gist or, if the precise wording is important, a Copy of the "V. Disposal" in the last Col of the Personal register — para 65 of the Manual —

& (b) the Stamping in the disposal Col: of the Per: regist: the despatch Stamp in Cases where papers are returned with an "V. Dis" instruction being entered in the Fair copy register:

~~are not followed~~

Check of Registers:

The registers are being very frequently examined by the Heads of Secns: The Ch.rs Also has already seen the registers from 3 to 5 times ~~too~~ during the Current year:

Periodical register:

The list of periodicals referred to in paragraph 70 of the Manual has been drawn up.

Except in the case of
Items 1 & 2 for which
~~there~~ might be have been
~~given~~ under only one number,
the list is Correct:

Since July last
each clerk has been
ordered to maintain a
Separate register relating
to returns due to and
from him ~~Each~~ Before
that date there was a
Consolidated register for
the whole office:

A perusal of
the P.O. regr shows that
it is not properly ~~returned~~ written up.
The obvious Rule (that
of common sense
all entries for the year relating to a
particular return should
appear at one place
in the register has
been overlooked. ~~Accordingly~~
~~Observations are made~~

The dates of
receipt of returns from
Subordinate offices have
not always been filled
up in col 4 of the register

(ref. unfortunately specifically set out in the Manual)

O.F. 19.—325,760—22-4-16.

Fair Copy Register

Abnormal delays of a week or more in the preparation and despatch of fair copies are noticeable: e.g.

Serial No.	Date of receipt in the F.C. Section	Date of despatch
4166.	5.7.23	14.7.23
4167	5.7.23	13.7.23
4172	5.7.23	14.7.23
4196	6.7.23	19.7.23
4207	6.7.23	13.7.23
4230.	6.7.23	13.7.23
4291	9.7.23	20.7.23
4293	9.7.23	20.7.23
4295.	9.7.23	20.7.23
4309; 4308} 4310	10.7.23	20.7.23
4347. } 4348 }	11.7.23	26.7.23
4376; 4377	12.7.23	27.7.23
4404; 4405	12.7.23	26.7.23
4439.	14.7.23	26.7.23
4444; 4445.	14.7.23	23.7.23
4458	14.7.23	31.7.23
4470} 4473}	14.7.23	9.8.23
4474	14.7.23	14.8.23
4594	20.7.23.	9.8.23
4619	23.7.23.	14.8.23
4622	23.7.23.	8.8.23

There is no sign of any clerk having been detailed to deal with delays. Apparently the transaction is left entirely to the discretion of the individual typists.

10 10

According to an order d 22.3.23 fair copies of letters to Board and Govt: are being compared by the Subject clerks. This is irregular and opposed to the instructions in paragraph 76 of the Manual

Stamp accounts: is properly maintained.

New Case Register: This register is not maintained in the prescribed form. The defect should be remedied at once

Security Register: The register is well maintained. It is however essential to enter in the last col: of the register, the manner in which the valuables received have been disposed of

Call Book: A call book in the prescribed form has been maintained and cases relating to Suits are entered in it. This is correct.

The col. for this R.K's initials is wanting. Through this initials can now [illegible] the entries in col.

Indexing:

The Section heads appear to be marking papers to be indexed with the letter "I": but the clerks do not always prepare the index slips when cases are entered in the Personal Registers This supervision is based on the existence of only 14 Slips relating to pending Currents.

The clerk who maintains the New Case register States that generally he does not receive index Slips when personal registers are sent to him for numbering the new cases being numbered. Index Slips are attached to the disposals - R or D - when these are handed over to the F.C.S. for issue and the F.C.S

The F C S of course often might be asked for any index slips

NOTE for Secs.

If any the words "except" "Please" the Individual DW receive" in D2's remarks above.

Please see paras 31 of Manual (D18). The F C S receives the Slips [illegible]

[illegible]

passes (them) for the R.K
along with the disposals
after the despatch of
the fair copies. The
above procedure is (an intervention of the provincial office which seems to have established the F.C.S for the R.K as the distribution of the Qr. copy of the slips for the intelligible reason. It is entirely)
opposed to the instructions
in para 30 of the
Manual and defeats
the main object of
the system viz to have
a consolidated (index) of
all current and disposed
of papers for the whole
office: and thus be divided.
Index slips are
written vertically instead
of horizontally and hence
they are not in a
proper position for reading
Special tags
have been supplied
but they are not used
properly. These tags
are not threaded through
both the holes of the
slips and tied in a
bow as tags as laid
down in para 110 of
the Manual. The slips
(a more complete & perfect
book which will render the
provisions of the index & labour
saving processes
ordinary tags also)

with the record keeper
are further not placed
between "dividers" or "covers".
para 110 of the Manual.

If these Slips are
not filed strictly in
accordance with the
instructions in paragraph
110 of the Manual, they
will be ~~not~~ difficult
to handling ~~them~~

Arrangement of Slips:

The Slips
with the clerks are
not arranged alphabetical
A perusal of V6's index
Slips for 1923 shows
that they have been
arranged according
to the Current number

The Slips with the
R. K also have not
been alphabetically
arranged. The
major heads selected
are not always the
authorised ones and
the titles themselves are
not in several cases
good ~~as they ought to be~~

framed according to
the instructions in paragraphs
120 to 127 of the Manual.

Records: — Arrangement:—
Papers received prior
to the introduction of the
Tottenham System have
subsequently disposed of
are given a disposal
number as before and
arranged in the record
room. They are not
indexed. This system is
unsatisfactory. These papers
should have been
given a number in
the ~~the~~ new case paper:
year in which
the Tottenham System
was first introduced and then
dealt with in the manner
laid down in the
Manual. The Chr. is
requested to do so now
and have prepared index
Slips prepared for
these papers

~~Destroyed~~ Periodical returns:
Periodical

Arranging papers in accordance with these index slips is an improvement of the former practice. The work is ~~more~~ one of time and can be carried on as opportunity offers

(a register is maintained for this purpose).

It is not the best. But it is not open to much criticism. This system should ~~work~~ ~~with~~ the assistance of some responsible clerk in the R. Room

Returns are ~~Sorted~~ Clearly marked "L. D."
This is opposed to para-
-graph 71 of the Manual.
Again the rule in
para 88 (ii) of the
Manual which regulat-
-es arrangement of
these papers is not
followed. The R. K^ms
Sorts them according
to the nature of the
return - Fortnightly
monthly quarterly
as the case may be/ This
is unnecessary labour
and will lead to diffi-
-culties when a return has to be picked out
out-2
-ups.

Stamp and initial to be put with Serial No.

It would be so much better to sort them with their F No. and it is extraordinary that anyone should want to destroy any other records are sorted particularly.. P10B

Destruction of records:-

Lodged papers
of 1921 & previous
years have been
destroyed

D. Dis: of 1911
and ~~from of 1912 to~~ "D"
about 1000/ disposals
relating to 1912 have
been destroyed. The
destruction of the other "D"

D" Disposals relating to 1912 should be done kept in close of the Current year and the Standard Carpicate referred to in para 106 of the Manual should also be obtained.

Filing System:-

Subject files have been opened but Cases which come under this System are sometimes entered in the Personal Papers & given a number in the New Case Register This is irregular - Please See para 86 of the Manual. Again, the Subject clerks do not write the number of the file to which the paper should go. These defects should be remedied at once:

e.g. File No. 28: C. Nos 2475; 2623 2622; 2932; 3752 3939; 3783; 3885 4848

(V. Manual para. 86)

Issue register:-

The register is properly maintained Sometimes papers are taken out for "reference

This shd be discouraged as far as possible

This is unsatisfactory as it will lead to difficulties in tracing the disposals ~~of records~~. The Committee which met there is informed shd be given the Record Keeper States that he has been receiving lots of disposal files from clerks for the past few days and that he is thereby unable to replace them ~~at once~~ at once with an account of the deficiency in the number of attendants.

Copy application Registered

No 103; 165; 171; 174; 191; 201; 209; 225; 242; 246; 261; 266; 272 277; 279; 293; 295; 307; 342; 346; 349; 357; 375; 386; 399; 49; 39; 5 423

In the above Cases parties were served with notices to take delivery of the certified copies or unused Copy Stamp papers within one month from the date of

of notice. The time ~~notice~~ has
now expired and the parties
have failed to comply
with the notice. The office
should have sent the
copies and copy stamped
papers to the ~~T.D.C.~~
Treasury officer as laid
down in paragraph 17 (ii)
of B.S.O. No 173

Delays in the disposal of
Copy applications are also
noticeable: —

No.	Date of application:	Date of order to send copy:	Date when copy was ready:	
9	3.1.23.	18.1.23	16.2.23 ✓	
~~24~~	~~8.1.23~~		~~Lapsed on 5.3.23.~~	No delay with this office
57	22.1.23.	24.1.23	28.2.23	
~~76~~ 79	29.1.23	10.2.23	6.3.23	
14	30.1.23	19.3.23	6.4.23	
24	31.1.23	20.2.23	27.3.23	
49	5.2.23	6.2.23	15.3.23.	
175	9.2.23.	23.2.23	20.3.23.	
182	9.2.23.	Do.	Do.	
186	Do	Do	6.4.23	
241	23.2.23.	23.2.23	4.4.23	
329	4.4.23.	4.4.23	5.6.23.	

The last 3 cases in Do.

Dated 26-2-23
12-2-23
17-5-23
10-5-23
11-5-23
25-4-23
16-5-23
6-4-23
10-4-23
23-3-23
28-3-23
17-3-23
20-3-23
1-3-23
19-3-23

Disposal of papers:

The Rev: business return for the half year ending 30-6-23 shows 12 papers as pending for over one years

Land Requisition: When draft declarations have been obtained from the divisional officers and forwarded to the department applying for land, the Connected file in the Civil office is closed with a "lodged" disposal. Again when they are received back from that department for Submission to Govt, they are entered as a new case and Submitted to Govt: The file then receives an "N" disposal. The above method is opposed to the Govt's instructions in R.P. No.

e.g: L.Dis 404 d 30.6.23.
& L.Dis 436 d 28.3.23.

Pl: See C.No. 765 & 864 of 23 in E 3's P.R:

No 75 Presd 29-9-1920.

~~which require~~ It is essential that these cases should be given an "R.Dis" and closed in the manner laid down in the B.P. N.Dis.

Otherwise, there will be no means of checking the correctness or otherwise of annual returns of pending land acqn cases submitted by Divisional officers.

Some clerks have got bundles of note files relating to cases which were given "N.Dis". A perusal of these note files shows that important papers relating to the transfer of land from "paramba" to "agam" and correspondence relating to assignments leases encroachments, land tax have been given "N. Disposals". N. Disposal is not intended for cases of the above kind. Please See para 59 of the Manual.

~~appointment of~~ ~~appointed by Presd~~ or Subordinates. The proper course would have been to give them D or L as per as according the importance of individual cases.

The

20A.

(to be copied)

F.S. Gü

The practice is now for a number of cases
of this sort annually to be
brought to the notice of the Municipalities
-ground supervision.
It seems worthwhile to work out the
arithmetical of record for several
years, and even to review
these reports for a period of the Colonies
office where [illegible] to
be as well as on the Dept
of Agric. officers.

The Bill is, however, I shall try and circulate it privately
on an overhaul from 1.1.23
- I hope to get it ready
> before Easter - if they agree.
Bond. I shall be glad. Sec's
opinion
For now it does not seem to
have a bearing with the T.
system but Easter.

I have discussed this
Substantial opinion when
appointed.

Gü

Mr 2

I don't think it would be worthwhile to make returns beyond
I agree with you it up to the files from 1.1.23 and serve to subsist
the lessons
I think there is a very competent work by the
clerk Swaminathan who has done this inspection
work (& his other work) temporarily well. May
I give him a good service entry?
Yes certainly

Gü 2.9.23

Mr 1.IX.23

The above practice
seems to have been in vogue
from 1918:

The Manual
does not contemplate
the maintenance of
files of the above kind
If the practice is
allowed to continue,
rules for the destruction
of this class of records
will also have to be
framed

~~Remarks~~

10 of the 12
files pending for over one
year were examined
There has been no
undue delay in the
office. The other two
files are said to be
with the Govt

2. The Secretary of State is requested
21.12.23. to move the Government of India to
withdraw
the N. Section of
(a slight mod)
this office, & to the same order
Govt of Bombay should furnish
Govt notice

[illegible]